

**Summary of the
Program Policy and Structure Committee Teleconference
March 25, 1998**

The Program Policy and Structure Committee met by teleconference on Wednesday, March 25, 1998, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to address a letter written by the Illinois Environmental Protection Agency, comment on the Glossary definitions, and discuss dissolution of the committee.*

SUMMARY

The committee decided to delete that last sentence in Chapter 1, Section 1.1.2 which reads:

“The objective of NELAP is to reduce the number of regulatory requirements which accredited laboratories must meet, e.g., on-site inspections and proficiency tests through the adoption of NELAC standards.”

Ms. Bouchard told the committee that there will be a meeting of the committee chairs in order to discuss the changes that are being made to the chapters. These comments will need to be completed by April 15 in order to be posted on the Bulletin Board.

The committee did not have any comments on Mr. Stephen Clark’s review of Chapter 2. They felt there were no real issues of inconsistencies here.

A letter was sent to Ms. Carol Batterton, NELAC Board Chair, Ms. Jeanne Mourrain, NELAP Director, and Ms. Bouchard from the Illinois Environmental Protection Agency regarding their concerns about NELAC Field Sampling and Measurement Standards. Their concern was the consideration of making the Field Sampling and Measurement Committee Ad Hoc Committee into a Standing Committee. This concern was based on the timing of this action. They believe that “governmental and private organizations would be impacted by any new field sampling and measurement standards,” and these organizations “have to date not been even a minor player in NELAC efforts.” These are important concerns because the regulated and regulating communities have concerns regarding air testing issues. The committee decided that the Field Sampling and Measurement Committee has sufficient experience in air testing, etc. to deal with this issue. Ms. Mourrain felt that the committee could benefit from input from Mr. Dan Bivens and Dr. Bart Simmons. Ms. Bouchard will attempt to get them on a conference call at a later date in order to get their input. It was proposed that the committee not put the changes that were discussed at the Interim Meeting up for vote at the Annual Meeting. This was to avoid having to retract the information later. However, since the changes are already on record in the January 12, 1998, version, the Committee will leave them up for action at the Annual Meeting. Another draft of the proposed changes to Chapter 1 will be distributed to the Committee for their comments and final approval.

There was discussion regarding the terms in the Glossary. Dr. Thomas McAninch and Mr. Jerry Parr have been working on the definitions. It was decided that the Glossary terms need to be consistent throughout the document in terms of detail, references to territories and federal agencies, etc. Due to the lack of substantial comments on the Glossary Terms it was decided that these could be submitted as finalized by Mr. Parr.

Ms. Mourrain told the committee she would have Ms. Elizabeth Dutrow, Executive Secretary, pursue EPA counsel opinion on the logo language that is in Chapters 1 and 4.

Dr. Davies briefly discussed Chapter 6. She said there were inconsistencies on the logo issue. It was decided that the logo should not be dealt with in Chapter 6 but rather in Chapter 4 instead.

Ms. Bouchard drafted a letter to the NELAC Board regarding the dissolution of the Program Policy and Structure Committee at the 1998 Annual Meeting. She asked that the committee members review this and respond with comments by March 27, 1998.

NEXT MEETING

There is no teleconference scheduled before the National Meeting.

ACTION ITEMS
Program Policy and Structure Committee Teleconference
March 25, 1998

Item No.	Action	Date to be Completed
1.	Ms. Bouchard will contact Mr. Bivins and Dr. Simmons regarding their input on air testing issues in response to the letter written by the Illinois Environmental Protection Agency.	
2.	Mr. Parr will submit the finalized Glossary Terms.	
3.	Ms. Bouchard will distribute another draft of the proposed changes to Chapter 1 to the Committee for their comments and final approval.	
4.	Ms. Bouchard will draft a letter to the Board of Directors recommending the dissolution of the Program Policy and Structure Committee at the 1998 Annual Meeting.	

PARTICIPANTS
Program Policy and Structure Teleconference
March 25, 1998

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